

Mayor's Office Summer Internship Program

June 5 - August 31, 2023

Applications due by 11:59 PM EST, Friday March 31, 2023

Calling all who want to make Boston a better place to live, work, and thrive! Mayor Wu is looking for interns who want to support her in getting the big things done by doing the small things right. Interns will be able to help shape a stronger, innovative, more equitable Boston. You will have the opportunity to:

- Gain valuable professional experience in local government departments
- Help the City to deliver exceptional service to neighborhoods and residents
- Hone and/or find their passion for public service
- Participate in fun social events with other interns
- Interact with city officials and civic leaders in Boston

Intern Responsibilities often include but are not limited to:

- Conducting research; performing public outreach, participating in community meetings
- Providing direct constituent service triage
- Drafting press releases, media advisories, and talking points
- Facilitating written correspondence including proclamations, certificates, and other letters
- Data entry; planning, attending, and executing events
- Working with various internal and external offices and stakeholders at special events
- Scheduling, attending, scribing meetings across different projects, then reporting back to leadership concisely and comprehensively
- Demonstrated commitment to developing your professional and interpersonal skills

Preferred Skills

To effectively perform the duties of this role, we seek a candidate with:

- A high standard of ethics, integrity, and courage
- Demonstrated communication, interpersonal, and organizational skills
- Strong writing skills and attention to detail
- Experience with Microsoft Office and Google Suites
- A strong organizer who knows how to prioritize time-sensitive work
- Self-starter with critical thinking and problem solving skills
- Ability to work in a fast-paced environment
- Senses of humor and urgency
- Openness to mentorship and a mindset for equity

Minimum Qualifications

- Aptitude and ability to learn
- Excitement and curiosity for public service
- Positive attitude
- Age 18 or older